

Washington State Arts Commission

ARTS IN EDUCATION GRANTS

Grant Tips and Budget Sample

General Grant Writing Tips:

- Deadlines are firm. Especially with electronic applications, it is wise to give yourself an internal deadline that is several days to a week earlier, to avoid last-minute technical problems.
- Incomplete applications are automatically ineligible.
- Read the guidelines carefully. They are updated for each application cycle.
- Don't try to write the grant application in one day. Or even one week.
- Your application as a whole should tell a cohesive story. Someone not associated with your program should be able to understand the basics of your program based on the narrative.
- Be specific in your narrative, and use examples. Don't pad the narrative with generalities. It is okay to use lists of short statements with bullets.
- Work Samples and Supplemental Material, if submitted, should convey your very best efforts. A poor quality work sample can hurt a well-written narrative; a great work sample can help an average application.
- Call on Arts in Education program staff when you have questions! Staff wants to help.

Notes on Grant approval:

- The grant process can be extremely competitive. The number and quality of grant applications in each cycle have a major impact on the amount of the final grant awards.
- Previous grant recipients should consider in their long-range financial planning that there is no guarantee of grant support from one grant cycle to the next. Each grant cycle is a new competition; grant applications are reviewed on a competitive basis.

Tips Based on Past Grant Applications

Funded proposals:

- Were written well, flowed logically, and addressed all requested information.
- Utilized correct spelling and grammar, and presented a mathematically correct budget.
- Conveyed the partners' enthusiasm for and commitment to their work.
- Demonstrated an understanding of the current arts education needs in their school(s)/district(s), and had a rationale for their approach to address those needs.
- Demonstrated an understanding of and connection to their community's arts resources
- Utilized multi-level plans to meet their arts education goals.
- Demonstrated confirmed financial and in-kind support from a variety of sources.

Highest funded proposals:

- Demonstrated a strong collaborative process in which individual and organizational partners were committed to common goals and jointly engaged in reaching those goals.
- Displayed long-term thinking and long-term potential; addressed sustainability issues.
- Demonstrated continuing progress in their arts education approaches and/or outcomes.
- Showed cash support that matched or exceeded the ArtsWA funding request.
- Showed strong parent/family and/or community participation.
- Demonstrated exemplary components of arts education practice, including clear assessment of student learning in the arts, teacher professional development, arts integration into other curricular areas, addressing 21st century skills, multi-cultural arts, arts education advocacy, etc.

Sample Panelist Comments on Non-Funded Applications

Comments regarding project plan:

- Too heavy an emphasis on performances or product-oriented work.
- Is primarily an enrichment or exposure program, not enough active/participatory learning.
- Not seeing evidence of using clear arts learning objectives or state arts standards.
- No evidence of assessing student learning in the arts.
- Not serving all students; only certain students were selected for “advanced” work.
- Program not well integrated into the schools’ curricula; needs further development.
- Not a fully realized plan; not much originality; vague statements.
- No measurable outcomes.
- Plan does not adequately address the overall goals of the funding program.

Comments regarding partnership:

- Classroom teachers don’t seem very involved/engaged.
- Arts organizations are not involved except as sites for workshops or performances.
- Parent/family participation is missing in the plan.
- Teaching Artists are not listed; not sure of quality of arts education being provided.
- Disappointed in the scope of the artists/arts educators involved.
- Not certain of management capacity based on materials provided.
- List of partners is not comprehensive and letters of commitment are weak.

Comments regarding budget:

- Budget not as well developed or specific as it should be.
- Cash match seems too low, or unrealistic in terms of anticipated income
- High cost for few students.
- ArtsWA funds not being allocated towards appropriate expenses.
- Budget does not seem aligned with project goals and/or narrative.

Comments on grant writing:

- Did not address the questions raised in the guidelines for the narrative section.
- Application overall did not demonstrate a well thought-out plan.
- Proposal does not sufficiently align with the guidelines.
- Proposal seems disjointed; project not completely thought out.

SAMPLE BUDGET FORM - Arts in Education Grants

CASH EXPENSE		
Expense Description	Supported By	Budget Amount
<i>Fees to Arts Educators - Teaching Artists and Arts Organizations</i>		
Teaching Artists - 80 hrs @ \$50/hr	ArtsWA	\$ 4,000.00
TA assistants - 40 hrs @ \$20/hr	ArtsWA	\$ 800.00
Tix to Museum/Theatre	ArtsWA (\$1,000); JF (\$3,000)	\$ 4,000.00
XYZ Dance Co Perf	PTA	\$ 2,000.00
<i>Fees to Coordinators, Consultants, Other Program Staff or Contractors</i>		
Proj. Coord. - 200 hrs @ \$30/hr	ArtsWA	\$ 6,000.00
Curric & Assess. Consultant	ArtsWA (\$1,000); MSD (\$1,000)	\$ 2,000.00
Photographer/Videographer	PTA	\$ 2,500.00
Communications Asst.	F/D	\$ 1,000.00
<i>Materials, Supplies, Administrative Expenses</i>		
Visual Arts class supplies	ArtsWA	\$ 700.00
Office expenses, printing	PTA	\$ 500.00
<i>Other Expenses</i>		
TA / Consultant transp	ArtsWA	\$ 500.00
Arts conf fees for 3 tchrs	MSD	\$ 1,500.00
TOTAL CASH EXPENSES		\$ 25,500.00

CASH INCOME		
Source of Income	Confirmed (C) or Anticipated (A); Notes	Budget Amount
Mountain School District	C - MSD	\$ 2,500.00
Jones Foundation	A - JF	\$ 3,000.00
Sunshine School PTA	A - PTA (last year = \$4000)	\$ 5,000.00
Fundraiser / Individual Donors	A - F/D (last year = \$700)	\$ 1,000.00
TOTAL CASH MATCH		\$ 11,500.00
ArtsWA Grant Request	A	\$ 14,000.00
TOTAL CASH INCOME		\$ 25,500.00

IN-KIND SUPPORT		
Source of Support	Description of donated goods or services; Note C or A	Budget Amount
District Staff (80 hrs @ \$35)	C	\$ 2,800.00
Parent Volunteers (150 hrs @ \$10)	A (last year = 120 parent volunteer hrs)	\$ 1,500.00
Art Supplies	C - Alex's Art Attic	\$ 750.00
Printing/copying expenses	C - Mtn S.D.	\$ 250.00
TOTAL IN-KIND SUPPORT		\$ 5,300.00

BUDGET SUMMARY	(These amounts will fill in automatically from above)
Grant Request	\$ 14,000.00
Cash Match	\$ 11,500.00
In-Kind Support	\$ 5,300.00
TOTAL PROJECT SUPPORT	\$ 30,800.00